
IMC Meeting Minutes: 02-17-2006

Minutes transcribed by Jennifer Larsen – OSPB, Lauren Latterman – OIT, Elain Radford – OIT.

I. Call to Order: 1:35 pm – Chairman Picanso

IMC Commissioner attendance: Cadman, Coleman, Dennis, Delmonico, Malinowski, Marroney, May, Monkman, Mulford, Picanso, and VanDerSchouw.

Introduction of Commissioners and audience members.

A. Chairman's Remarks

Chairman Picanso announced that there is not currently a quorum present, therefore, the voting to adopt the minutes will be withheld until a quorum is present.

B. Motions and Action Items

Chairman Picanso called forward Arlene Booker, OIT staff, who provided the Commission with a review of the January 20, 2006 Motions and Action Items list, and facilitated the following discussion:

Arlene reported that the minutes from both the November 18, 2005 IMC meeting and November 30, 2005 special meeting were adopted, as well as the two model IT contract templates.

Action Item #1. Chairman Picanso noted this action item is in progress and he is awaiting word from Commissioner Marroney to arrange to meet.

Action Item #2. Arlene stated that the definitions are tied to the rules and tied to the End-User Computing Standard Specifications. Commissioner Mulford suggested this action item be moved to the Enterprise Architecture Subcommittee agenda.

Action Item #3. The Non-OSPB reporting decision items will be reported on later in this meeting. There are three decision items from Judicial and one item from the Secretary of State's office.

Action Item #4. This item regarding CBMS has been closed. Senator May asked if Mark Weatherford, Chief Information Security Officer (CISO), has been looking into the possibility of security breaches to the CBMS system now that CBMS is deployed. Arlene said that she would contact the CISO regarding this issue.

Action Item #5. This item regarding IT Contracts has been closed.

Action Item	(Arlene Booker)
Arlene contact the CISO regarding Action Item #4.	

C. Meeting Minutes

Chairman Picanso announced that a quorum is now present so the minutes were reopened for discussion.

Senator May asked if the IMC has received a finalized date from Rick Grice, CDLE executive director, regarding the department reporting on the *genesis* project. Chairman Picanso responded that Rick Grice will present to the IMC in March.

Commissioner Delmonico requested the *genesis* project report to the IT Risk Management Subcommittee on a monthly basis until it is no longer in RED status. She commented that an additional 3-hour *genesis* briefing may be needed. Chairman Picanso directed that the *genesis* project team will report monthly to the IMC. Arlene commented that the spending authority for *genesis* has expired and will be required to go through the budget approval process again.

Senator May asked if the Email Consolidation project will report to the IMC monthly. Arlene confirmed that this project will submit a written status report that will be in the briefing notebooks each month.

Senator May informed the Commission of significant current legislation: SB-149, SB-164, and SB-063. He stated that the SB-149 hearing included good witness testimonies from John Picanso, Jim Lynn, Don Ravenscroft, and Rick Malinowski. He emphasized that SB-149 was delayed in concert with the IT procurement bill. He noted the House Appropriations Committee has tabled the Cyber bill.

Senator May requested the IMC Executive Project Dashboard be distributed to the JBC members and staff to help them gain a better understanding of State Agency IT projects. Arlene noted that the dashboard is publicly available on the OIT web site.

Senator May questioned why CSTARS remains in YELLOW status, when last month it was projected to move to GREEN. Arlene responded that due to scheduling issues the project remains in YELLOW status, and she expects to meet with the CSTARS team next week.

Motion

(Motion: Senator May, 2nd: Commissioner VanDerSchouw)

To approve the meeting minutes for January 20, 2006 IMC meeting.
Approved unanimously.

II. Old Business

A. Projects Readouts (Arlene Booker, OIT Staff)

1. IMC Executive Monthly Project Dashboard Report

Arlene Booker provided the Commission with a brief review of the IMC Monthly Project Dashboard. Arlene noted that the CSTARS and *genesis* project status reports were discussed earlier.

Senator May reiterated a supplemental will be needed to provide spending authority for the *genesis* project. Arlene commented she will follow up with JBC staff to make sure that this happens.

Action Item**(Arlene Booker)**

Arlene follow up with JBC staff to ensure that a supplemental is generated for the *genesis* project's spending authority.

Commissioner Delmonico suggested that the dashboard include the reason for a project status change.

Commissioner Mulford questioned the CDOT ERP IV&V Report of RED status. Arlene responded that staff will contact CDOT and request a presentation to the IMC as well as the IT Risk Management Subcommittee.

Action Item**(OIT Staff)**

OIT staff contact CDOT and request a presentation to the IMC and the IT Risk Management Subcommittee.

Chairman Picanso requested a readout from Commissioner Malinowski on the IT Risk Management Subcommittee presentation from the HAVA/SCORE project. Commissioner Malinowski informed the Commission that the HAVA/SCORE project provided a briefing, that the project has a solid plan for moving forward, and the department has sent a letter to the Department of Justice regarding the fact that this system will not be ready for the 2006 elections.

Senator May questioned whether HAVA/SCORE will be the first project to use the new model IT contract templates. Commissioner Malinowski responded that the Department of Public Safety is currently using the templates, and according to the CIO, Jim Lynn, it is going well.

2. Department of Human Services (CDHS) – RISE Project**Ron Huston, CIO, John Darrio, Office of Adult Services, Len Vest, IV&V**

Arlene called forward and introduced the RISE Project representatives. Ron Huston informed the Commission that the RISE Project Team has undergone a complete reorganization as a result of last Fall's loss of all four members of the project management team. He stated the project schedule has been baselined and signed by the vendor, CDHS and the OIT.

Ron stated the project budget will be re-baselined next month. He commented that the project has formed nine staff work groups who actually use the system. Ron mentioned that a final staff position needs is being filled. He added that in March 2006 the project will conduct a non-functional requirements review and an accessibility review. In April 2006 the project will complete review and verification of the security piece.

Len Vest, RISE IV&V, informed the Commission that the project schedule, budget and scope are all well defined. He assured the IMC that as soon as there is a problem on this project, it will be documented and mitigated. Len commented that the Division of Vocational Rehabilitation management staff have been very welcoming and helpful. Len expressed his appreciation to the IT Risk Management Subcommittee for their help and guidance.

Commissioner Delmonico commented that this project has overcome a lot of challenges and expressed her appreciation that they have been so forthcoming. Commissioner Malinowski concurred and commended the RISE Project Team for being up front about the project issues and accepting the Subcommittees' comments and help.

Commissioner VanDerSchouw inquired about the methodology used on this project. Len Vest responded that the projects budget, schedule, and scope are being shaped the way we want, so we can track them and stay on course. Len commented that he and OIT staff, Elaine Radford, are exploring the application of earned value management (EVM) on this project.

B. Statewide IT Strategic Plan

Chairman Picanso presented the 2006 IT Strategic Plan. He stated this plan was built as a collaborative work effort with the OIT/IMC, Statewide Internet Portal Authority, Cyber-Security, and state agency CIOs. Chairman Picanso emphasized that the strategic plan encompasses IT strategy for the state over the next 12-18 months. He commented that all stakeholders have agreed to support the four initiatives as well as the subsequent action items, and an IT Strategic Plan Action Items Status Dashboard has been created for OIT to track the status of the deliverables in the plan on behalf of the stakeholders. OIT will report to the IMC monthly on the status of these action item deliverables.

Commissioner Mulford explained to the Commission that the strategic plan has been built through collaboration, focuses on enterprise issues, and is highly actionable. This strategic plan is the starting point of a four-year effort, is strategic and addresses critical issues, and the IMC will hold stakeholders accountable for their deliverables.

Commissioner Malinowski confirmed that the strategic plan has been discussed with the CIO Forum and there is a common sentiment that the right issues and objectives are present in the plan. He added that the CIOs agree some of the dates will need to be evolved, and there is some concern about the availability of funds for the cyber initiative. However, overall state agency CIOs support this document. Commissioner Malinowski commended Chairman Picanso and the OIT staff for their efforts and work on this document.

Commissioner VanDerSchouw asked if the strategic plan and the Status Dashboard will be publicly available via OIT's web site. Chairman Picanso confirmed that the strategic plan would be immediately available on the OIT web site after it is adopted, and the status dashboard will soon follow.

Action Item (Arlene Booker)

Arlene post the IT Strategic Plan Status Dashboard on the OIT web site once it is finalized.

Motion (Commissioner Delmonico, 2nd Commissioner Malinowski)

Approve 2006 IT Strategic Plan
Approved unanimously.

Senator May requested the Project Pending Closeout Section on the Executive Project Dashboard include the following:

- the amount of money that has been spent on the project,
- the money that is remaining, and
- the forecasted supplementals.

Senator May further requested that projects remain on the dashboard for a minimum of ninety days after close-out. Arlene Booker responded that projects currently do remain on the dashboard for ninety days after close-out.

Commissioner Delmonico concurred with Senator May's request, and added her request that a reference to lessons learned be added in the comments section.

Action Item	(Arlene Booker)
On the Executive Project Dashboard, Arlene include the amount of money that has been spent on the project, the money that is remaining and the forecasted supplementals, as well as add a reference to lessons learned in the comments section.	

III. New Business

A. Non-OSPB Reporting Agencies – Decision Items

Arlene Booker, OIT, identified the four decision items from the non-OSPB reporting agencies. She stated there are three items from Judicial and one item from the Secretary of State's Office.

Arlene reported that Judicial submitted three requests, two of which include request a for FTE. Arlene informed the Commission that OIT does not recommend funding for the Judicial decision items at this time, due to lack of data and information from that agency.

Commissioner Marroney apologized to the Commission and OIT staff for the delay in providing data and information, and requested the Commission grant a one-week extension to Judicial so they can provide the requested information to OIT staff. Commissioner Marroney further requested an electronic vote be conducted to approve these Judicial decision items because they need to be approved for JBC figure setting, which occurs before the next IMC meeting. Commissioner Marroney stated for the record that Daniel Sullivan, OIT, had been very accommodating in trying to meet with Judicial staff regarding these decision items.

Chairman Picanso informed the Commission that OIT had sought the legal opinion of the Governor's Legal Council regarding electronic voting (during the rule-making process) and the finding was that electronic voting is not allowed. Commissioner Marroney responded that e-voting during the rule-making process is different than the decision-making process, and he emphasized that the IMC has historically used e-voting. Commissioner Marroney requested that e-voting be allowed in this instance, due to the public nature of the documents. He stated that these decision items have been public budget documents since November 2005, and the Joint Budget Committee review of these decision items is pending.

Commissioner Malinowski offered assistance to Judicial to help with bandwidth issues.

Commissioner Delmonico requested clarification regarding electronic voting on decision items. Commissioner Mulford stated that he supports e-voting and asked what SIPA can do to help with

Judicial's decision items. Commissioner Marroney responded that he is a member of the SIPA board and has spoken with Don Ravenscroft regarding a payment engine.

Chairman Picanso recommended that voting on the Judicial decision items be delayed and requested Judicial to provide OIT the final information by Friday, February 24, 2006 at 12:00 pm. The Commission expressed their agreement for this delay.

Arlene Booker proceeded to the Secretary of State's decision item. She called forward Trevor Timmons, Deputy Chief of Staff for the Secretary of State, to discuss the details of this decision item. Trevor Timmons reported that this decision item is part of a budget request that went to the JBC in November 2005 regarding an agricultural list of buyers of agricultural and livestock products. He explained this decision item provides liability protection for the purchaser, if the bank has not provided a lien notice. He commented the department plans to replace functionality at the end of the term.

Arlene stated that OIT recommends the approval of this decision item with the condition that Secretary of State meets with SIPA by May 1, 2006 to see if SIPA can build it at no cost.

Motion (Commissioner Mulford, 2nd Secretary of State Dennis)

Approved the decision item for the Secretary of State's Office.

Approved unanimously.

B. 2005 IMC Annual Report – Executive Summary

Elain Radford, OIT staff, referenced the 2005 IMC Annual Report – Executive Summary provided in the Commission's briefing notebooks. Elain walked the Commission through this document.

Regarding the IT Project section Chairman Picanso clarified that the total amount listed for for FY 2005-06 does not reflect the state's total IT spend. He commented on the difficulty OIT has experienced in capturing that total figure. Commissioner Monkman stated that factors such as Medicaid and Higher Education make it very difficult to estimate the IT spend statewide.

Commissioner Delmonico commented that it is unfortunate that CBMS cannot be included in this document, and suggested a two-line statement about this project. Chairman Picanso stated the challenge for all of us is how to convey that CBMS has been a success. He commented the difficulty is in the expectations and definitions.

Commissioner Marroney suggested that former state representative Dr. Witwer could be very helpful in presenting CBMS as a success. He is very well respected. In addition, he suggested that CBMS statements could include the problems or issues we had before the project and how they have improved because of CBMS. Commissioner VanDerSchouw emphasized the importance of separating the difference between the project and the product. We have to get over the pains of the project to realize that we have achieved the product. Senator May emphasized the need to make sure the dollar figures are accurate. Commissioner Monkman suggested scaling down the CBMS dollar amount because spending in 2006 is not complete.

Commissioner Marroney recommended that a reference be made to the fact that the IMC as a Commission was created by both parties of the legislature – both parties agreed to the need for this Commission. He also recommended referencing the IMC statute. Commissioner Mulford

commented that the dollar amounts for the IT projects might not be that important to include. Commissioner Delmonico recommended to focus on what these projects have meant to the state.

In summary, Commission discussion focused on the following items to be either removed or added to the 2005 IMC Annual Report-Executive Summary:

- Reference the fact that IMC was created by both parties of the legislature.
- Reference IMC statute.
- Include the product functionality delivered on each IT Project, reflecting on the value-add to the state and citizens.
- Consider eliminating project costs.
- CBMS Project: Request Dr. Witwer provide a brief write-up on CBMS that distinguishes between the project and the product (i.e., delays in services versus quality service level provided today).
- OIT staff validate the CBMS project amounts with OSPB.
- Highlight the Multi-Use Network (MNT) and CBMS projects and how the state benefits from these.
- Reflect the costs of the MNT and the Portal.
- Use non-technical IT terminology, i.e. “write for lay audience.”

Senator May asked about the target audience for this document. Commissioner Marroney stated that the document needs to be written for the average citizen with more explanation of the projects and what they do, and with less technical language.

Chairman Picanso requested to postpone the adoption of the 2005 IMC Annual Report – Executive Summary until the March meeting. The Commission agreed to this request.

Action Item

(Elain Radford)

The 2005 IMC Annual Report – Executive Summary will be re-worked and brought to the March 2006 IMC monthly meeting.

IV. Subcommittee Readouts

A. Enterprise Architecture (EA) Subcommittee

Commissioner Mulford reported that the EA subcommittee this morning and the focus of their discussion centered around the 2006 IT Strategic Plan and the email project. The EA subcommittee reviewed the quarterly update of the End-User Computing Standard Specifications version 7.1 which had very minor changes.

Motion

(Commissioner Mulford, 2nd Representative Coleman)

Approve the quarterly updated, version 7.1 of the End-User Computing Standard Specifications.
Approved unanimously.

B. IT Risk Management Subcommittee

Commissioner Delmonico reported that the IT Risk Management subcommittee met this morning and the focus of their discussion centered around the 2006 IT Strategic Plan and heard presentations from the CDHS-DVR RISE and SCORE projects. Commissioner Delmonico reported that she spoke with Kim Heldman, CIO of Department of Natural Resources, and has

asked Kim to join the IT Risk Management Subcommittee. She stated she would like to recruit an additional IMC Commissioner as well.

C. Policy / Portfolio Subcommittees

Representative Coleman reported that the Policy subcommittee met jointly with the Portfolio Subcommittee this morning. The focus of their discussion centered around the IT Contracts Task Force and the 2006 IT Strategic Plan. Certificates were presented to the IT Contract Task Force members to thank them for their time and contributions. Representative Coleman thanked Elain Radford, OIT staff, and the Georgia Technology Authority for their contributions and efforts in continuing to move this issue forward.

V. Other Business

Senator May emphasized the need to send the Executive Project Dashboard to the JBC to brief them on the status of the projects. He commented that the IMC needs to reinforce the fact that the Commission works for them. Commissioner Marroney stated that the JBC doesn't always understand the issues of the IT projects. Chairman Picanso suggested that the JBC analyst assigned to OIT should be invited to the IT Risk Management Subcommittee meeting. Representative Coleman reported that there are several bills regarding the Secretary of State's Office and the subcommittees should allow time on their agenda to discuss Colorado and other state's legislation that impacts IT.

Adjournment

Chairman Picanso adjourned the meeting at 3:45 pm.

The next IMC will be held on:
Friday, March 17, 2006
Legislative Services Building – Hearing Room A
200 E. 14th Avenue
Denver, Colorado 80203